



## REQUEST FOR ATTORNEY CODE/ADDRESS CHANGE

Dear Sir/Madam:

☐ Please apply for an attorney code if you have not done so already. If you have an attorney code, please indicate it next to your name or signature on all filings.

The District Court assigns Attorney Codes to attorneys who file civil cases in order to:

- Streamline the data entry process for the District Court.
- Set up a record of your name, address, and phone number, which can easily be edited upon notification of any change to your information.
- Automatically update attorney information on all cases in which the Attorney Code is used.

1. **New Applicant:** To be assigned an Attorney Code, please complete the "Current Address" section on the Request for Attorney Code/Address change form on the following page.

2. **Change of Name/Address/Firm Name:** To update the information for your existing Attorney Code, please complete the "Current Address" and "Former Address" section. This category should be selected when you are changing your name, your firm's address, or if you are going to a new firm and taking **ALL** cases where you are the attorney-of-record.

3. **New Code:** A new code should only be requested if you leave your current firm and some of your current cases remain with the firm.

**\*Note:** You must notify the District Court location where the case was filed to update your cases with your new attorney code. Your previous attorney code will remain linked to the case(s) you leave behind. Your former law firm must request attorney code changes to those cases left behind.

4. **Additional Code:** To use when you are requesting notices to go to multiple locations. (Use a separate form for each code requested.)

Please return the form to:

District Court of Maryland Headquarters  
Attorney Records  
Maryland Judicial Center  
580 Taylor Avenue, A-3  
Annapolis, Maryland 21401  
(or fax to: 410-260-1219)

Once your request has been processed, you will receive a computer printout showing your name and address as it appears in our system.

Please review this information for accuracy. In some instances abbreviations may be used to accommodate the allowable space in a particular field. If those truncations do not meet with your approval or you have any questions, please call Attorney Records at 410-260-1625.

## REQUEST FOR ATTORNEY CODE/ADDRESS CHANGE

1. ☐ **New Applicant**

**Name and Address:**

-----  
Name  
-----  
Firm  
-----  
Street  
-----  
City State Zip

New Applicant's Attorney Code

**Telephone Number:** -----

2. ☐ **Change of Name/Address/Firm Name**

Use when you are changing your name, your firm's address, or going to a new firm and taking **ALL** cases in which you are attorney-of-record with you.

**Current Address:**

-----  
Name  
-----  
Firm  
-----  
Street  
-----  
City State Zip

Existing Attorney Code

**Telephone Number:** -----

**Former Address:**

-----  
Name  
-----  
Firm  
-----  
Street  
-----  
City State Zip

3. ☐ **New Code**

Use if you leave your current firm and do NOT take all cases with you in which you are the attorney-of-record.

**Name and Address:**

-----  
Name  
-----  
Firm  
-----  
Street  
-----  
City State Zip

New Attorney Code

**Telephone Number:** -----

**\*Note:** You must notify the District Court location where the case was filed to update your cases with your new attorney code. Your previous attorney code will remain linked to the case(s) you leave behind. Your former law firm must request attorney code changes to those case(s) left behind.

4. ☐ **Additional Code**

Use when you have multiple addresses. Complete a copy of this form for each address.

**Name and Address:**

-----  
Name  
-----  
Firm  
-----  
Street  
-----  
City State Zip

Additional Attorney Code

**Telephone Number:** -----

Once your request has been processed, you will receive a document showing your name and address as it appears in our system.